

## LETTER OF INSTRUCTION

### 1. XX BCT, XX Division induction responsibilities:

- a. Identify medical equipment items for induction in accordance with (IAW) the recapitalization list provided by USAMMA (enclosure).
- b. Visually inspect equipment for cleanliness, structural integrity and possession of all accountable components. Induction items should be wiped free of dirt, dust and debris. The unit must provide the appropriate adjustment documents for all non-expendable equipment not on hand for turn-in during the fielding.
- c. Bring induction items to the consolidated staging area (CSA) on the unit's first day of fielding. Refer to the fielding schedule provided by the regional manager during the initial site visit for specific dates and times.
- d. At the CSA, segregate induction items by maintenance depot in preparation for shipment. Two detail soldiers assigned to the materiel fielding team (MFT) will assist in the induction process.
- e. Provide all necessary materials (i.e. tri-walls, pallets, banding wire and clips, shrink wrap etc.) for packing and palletizing induction equipment for shipment. Coordinate in advance with the installation Directorate of Logistics (DOL) to forecast and acquire these materials.
- f. Prepare induction items for shipment.
- g. Identify unit representative to assist the Fort XXXX installation transportation office (ITO) and the MFT with shipment of induction equipment.
- h. Coordinate with ITO for movement of induction equipment from the CSA to the respective depot using TAC, A1ML.
- i. Units are strongly encouraged to ship induction items to the respective depot during the Reset Fielding and Induction. Once the USAMMA MFT has departed, the unit is solely responsible for shipment of these items.

### 2. Disposition of excess:

- a. The property book officer will follow procedures outlined in DA PAM 710-2-1, Ch 4, Section II, Para 4-25 to disassemble MESs and post transactions to the property book. In addition, consult the Installation Medical Supply Activity (IMSA) and Defense Reutilization Marketing Office (DRMO) to ensure compliance with local policies and procedures.
- b. Perform technical inspections for all excess equipment identified for retention or turn-in IAW DA PAM 710-2-1, Ch 3, Section II. Para 3-5 and AR 750-1, Ch 4-4, Para a. Classify (condition code) all non-expendable maintenance significant medical equipment IAW TB MED 750-1, Ch 8. Missing accessories will be clearly identified and listed on the appropriate DA Form.

c. Excess supplies and equipment generated as a result of the Reset Fielding and Induction should be disposed of in the following ways:

1. Cross-level equipment to fill shortages in MES to be fielded.
2. Lateral transfer to another medical unit as appropriate.
3. Retain for use during future training events.
4. Turn-in to local IMSA, Supply Support Activity (SSA) or DRMO.

d. Potency and dated (P&D) items, special note-coded (Q&R) items and special-requirements-coded items will be turned in IAW AR 40-61 and local policies of the IMSA or SSA. They will not be turned in to DRMO.